**Job Title:** Project Officer (Environment, Education and Communities)

**Location:** Argyll and Bute

**Grade:** £23,235 pa (pro-rata)

**Hours:** 17.5 hours per week (Term-time + 2 weeks)

**Reporting to:** General Manager

**Qualifications:** No minimum prescribed, however candidates must demonstrate the ability to communicate clearly in writing and verbally. Must be computer literate and have a clear understanding of pertinent environmental issues.

Experience / Abilities: Candidates should be able to demonstrate the following:

* involvement in initiating, influencing & sustaining community-based projects
* experience of public speaking, lecturing or education activities
* an awareness of general environmental issues, recycling, sustainability and climate change
* good communication and negotiation skills
* ability to work to own initiative and as part of a team
* ability to meet deadlines and work within scheduled working week.
* good listening and evaluating skills
* Have an attention to detail and follow-through

**Car use:** Full driving licence required. Car use is essential for the post, for which mileage allowance is payable.

Main Job Functions and Activities

1. Develop educational materials/programme for Beach & Marine Litter workshops
2. Liaise with schools and teachers to co-ordinate the delivery of Beaches and Marine Litter workshops including organising transport where necessary.
3. Facilitate and support clean ups with community groups and schools.
4. Encourage Community engagement through local events.
5. Encourage participation in The Great British Beach Clean, schools and communities encouraged to adopt an area to clean and provide data to MCS.
6. Represent GRAB at public events, meetings, seminars and conferences as required to promote the Beaches Project and The GRAB Trust.
7. Develop a good rapport with local media and organise media & publicity events to raise the profile of the Beach Schools Project.
8. Participate in fund raising activities and utilise networks to raise funding support for the Trust
9. Submit regular reports, presentations or any relevant documents to GRAB Directors outlining current activities and forthcoming opportunities.
10. Administrative tasks relevant to the post.
11. Carry out other relevant tasks as agreed with line manager.

Applications should be returned to [info@grab.org.uk](mailto:info@grab.org.uk)